DOCUMENT RESUME

ED 409 021 IR 056 422

AUTHOR	Meghabghab, Dania Bilal
TITLE	Automating Media Centers and Small Libraries: A Microcomputer-Based Approach.
REPORT NO	ISBN-1-56308-472-4
PUB DATE	97
NOTE	172p.
AVAILABLE FROM	Libraries Unlimited, Inc., P.O. Box 6633, Englewood, CO 80155-6633 ($30; $36 outside North America).
PUB TYPE	Books (010) -- Guides - Non-Classroom (055)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	Computer Networks; *Computer System Design; Elementary Secondary Education; Learning Resources Centers; *Library Automation; *Library Technical Processes; Microcomputers; Needs Assessment; Online Catalogs; *School Libraries
IDENTIFIERS	*Small Libraries; Technology Integration

ABSTRACT

Although the general automation process can be applied to most libraries, small libràries and media centers require a customized approach. Using a systematic approach, this guide covers each step and aspect of automation in a small library setting, and combines the principles of automation with field- tested activities. After discussing needs assessment and comparing various library functions within the automated and unautomated environments, a detailed description is provided of system selection and implementation. Problems that end-users encounter in accessing OPACs are identified, innovative solutions are offered, and activities for hands-on experience are recommended. Included are guidelines for functions analysis, preparation of a Request for Proposal (RFP), barcoding, site preparation, and database maintenance are included. The book also examines the role of the media specialist, various computer systems and their features, local area network topologies and architectures, various components of a USMARC/MicroLIF Protocol record, OPACs in cyberspace, the role of the Z39.50 standard, and more. A glossary, index and list of additional readings are included. (ABF)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****